Corrections Minimum staffing requirements

202.1 PURPOSE AND SCOPE

To established minimum staffing levels for Corrections Deputies and Corrections Technicians (CTs) with the intent of ensuring minimum staffing requirements are maintained.

202.2 POLICY

The Thurston County Sheriff's Office Corrections Bureau will develop and adhere to a staffing plan by which a sufficient number of members, including a designated supervisor, are in attendance at all times to perform functions relating to security, custody, and supervision of inmates. This will facilitate conformance with applicable standards and best practices in Corrections Bureau facilities and ensure the safety and security of members, inmates, and the community.

202.3 STAFFING

Main Facility:

1. **On Duty Supervisor (ODS) -**303K , will be assigned at all times during the operation of all shifts.
2. **Intake/Booking-**303K Corrections Deputies will be assigned during all shifts.
3. **Housing Sergeant-**303K , will be assigned during all shifts.
4. **Dormitory Housing Areas-**303K will be assigned to each Dormitory during all shifts.
5. **C Unit Housing Area-**303K Corrections Deputies will be assigned during all shifts.
6. **Movement and Response-**303K Corrections Deputies will be assigned between the hours of 303K , and 303K during the hours of 303K .
7. **Transport-**303K will be assigned during the hours of (303K) and (303K . Monday-Friday Except for County observed Holidays (hours may be adjusted due to facility needs)* *Absences in this position are filled at the discretion of the on-duty supervisor.*
8. ***Reception Corrections Technician-***303K *will be assigned Monday through Friday, except for County observed holidays.*
9. ***Central Control Corrections Technician-***303K *Corrections Technicians will be assigned to day,* 303K *assigned to swing, and* 303K *to Grave shift. Minimum staffing for Central Control can be dropped to*303K *during the hours* of 303K .
10. ***C Unit Control Corrections Technician-***303K *will be assigned on day, Swing and Grave shift.*

Medical:

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1. **Medical Liaison-** 303K Corrections Deputies will be assigned Monday through Friday. (*except for County observed holidays). * Absences in this position are filled at the discretion of the on-duty supervisor.*
2. **Medical professionals and nursing staff**- Staffing levels are dictated by the contract medical provider and are outlined within their contract.

Court facilities: (Main facility video court, Family Court, Main campus courts and Satellite court)

1. **Court Sergeant-** 303K Sergeant will be assigned to the Courts from 303K hours, Monday through Friday, except for County observed holidays.
2. **Court Deputies-** 303K Corrections Deputies will be assigned to the Courts from 303K hours or from 303K, Monday through Friday, except for County observed holidays.
3. Absences in this position are filled at the discretion of the Court Sergeants and the Administrative Lieutenant.

Correctional Options:

1. 303K will be assigned during all hours, seven (7) days a week.
2. An exception to this staffing, would be between the hours of 303K staffing can drop to 303K in order to meet facility needs.

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